

Volunteer Role Specification

Role Title: Teenage Toolkit Schools Volunteer
Department: Families and Education
Date: December 2025
Role Summary: In this role you will be responsible for assisting our Children's and Young Person's Facilitator with the delivery of our Teenage Toolkit programme to secondary schools in Suffolk.

Main Duties and Responsibilities:

- Attend school visits, with the facilitator, to help set up, support and pack down workshops
- Be confident working with small groups of teenagers/young adults (clear instructions and guidance will be given)
- Reflect and report back to trainer at the end of the sessions – feedback on session, safeguarding concerns etc

What we offer:

- Opportunity to attend The Essentials sessions delivered in the schools, enabling you to develop your understanding of the Mental Health Continuum and the Emotional Needs and Resources model of mental health
- The opportunity to be part of pioneering work supporting young people's mental health
- Training for the role and ongoing support
- A role that enables you to get many needs met, especially meaning & purpose

We need volunteers who:

- wants a committed but flexible volunteering role
- wants meaning & purpose in their life, both from the impact of the work and by feeling valued for their contributions to the project
- values the benefits of educating young people in mental health and wellbeing
- can travel to schools in Suffolk

Days/hours for role: Term Time – various days/hours
Location: Secondary Schools across Suffolk
DBS Check Applicable: YES - Enhanced

<i>Attributes</i>	<i>Essential Criteria</i>	<i>Desirable Criteria</i>
<i>Skills and Abilities</i>	<ul style="list-style-type: none"> • Good organisation and time keeping skills • Confident with teenagers and young adults. • Able to build rapport • Able to travel to different locations • Good communication skills – able to relate to children • Approachability • Flexible and able to think on your feet 	
<i>Knowledge and Experience</i>	<ul style="list-style-type: none"> • Knowledge and understanding of appropriate language for use with teenagers/young adults 	<ul style="list-style-type: none"> • Awareness of mental health and wellbeing
<i>Attitudes and Values</i>	<ul style="list-style-type: none"> • Reliable • Willingness to help others • Non-judgemental attitude • Chooses to use language to promote equality and inclusivity • Willing and able to work with the changing Covid 19 guidelines 	

Enquiries to: info@suffolkmind.org.uk or 0300 111 6000